

**U.S. EPA REGION 6 GUIDANCE FOR SUBMITTING PRE-  
PROPOSALS TO THE POLLUTION PREVENTION GRANTS FY 2004  
(Formerly known as Pollution Prevention Incentives for States)**

**IMPORTANT NOTE:** This guidance supplements the National Pollution Prevention Grant Guidance Document: [http://www.epa.gov/p2/pubs/2004\\_p2\\_grant\\_guidance.htm](http://www.epa.gov/p2/pubs/2004_p2_grant_guidance.htm) You are encourage to review the National Guidance as it contains information not contains in this supplement.

**ELIGIBLE ORGANIZATIONS:** States of Arkansas, Louisiana, Oklahoma, New Mexico, and Texas; any federally recognized Indian Tribes in Region 6

**COST-SHARE REQUIREMENTS:** Organizations funded must match Federal funds by at least 50 percent of the total award amount.

**INITIAL PROPOSALS DUE May 26, 2004**

## **Table of Content**

### **I. INTRODUCTION**

### **II. AWARD PROCESS**

### **III. PRE-PROPOSAL NARRATIVE FORMAT**

### **IV. MEASUREMENT**

### **V. APPLICATION EVALUATION CRITERIA**

### **VI. ADDITIONAL INFORMATION**

## **REGION 6 POLLUTION PREVENTION GRANT GUIDANCE**

### **I. INTRODUCTION**

On April 9, 2004, the Environmental Protection Agency (EPA) announced in the Federal Register the availability of funds through the Pollution Prevention Grants (PPG) program (Federal Register/Vol. 69 No 69/Friday, April 9, 2004/Notice - Pg.18898-18903). EPA Region 6 will award in FY2004 approximately \$470,000 in grant funds through a competitive process under the authority of the Pollution Prevention Act of 1990. This guidance supplements the national announcement ( [http://www.epa.gov/p2/pubs/2004\\_p2\\_grant\\_guidance.htm](http://www.epa.gov/p2/pubs/2004_p2_grant_guidance.htm) ) and describes the process by which EPA Region 6 will award the grants under the Pollution Prevention Grants program FY2004. EPA is continuing to focus this grant program to foster sustainability of pollution prevention programs and ensure that pollution prevention (P2) is a critical component in how states deliver environmental protection in the future. This document provides an overview of the program, description of the evaluation criteria, and time lines for submissions and final awards.

The goal of the PPG program is to assist businesses and industries in identifying better environmental strategies and solutions for reducing waste at the source. Funds awarded under the PPG program can be used to support p2 programs that address the transfer of potentially harmful pollutants across all environmental media: air, water, and land. Programs should reflect comprehensive and coordinated pollution prevention planning and implementation efforts State- or Region-wide.

Successes include improving environmental performance through pollution prevention measures. Past PPG projects have demonstrated that facilities have ample opportunities to implement pollution prevention, and that source reduction can be a cost-effective way of meeting or exceeding Federal and State regulatory requirements. Successful PPG projects have included decreases in facility emissions and discharges which lead to less stringent regulatory and permitting requirements, increases in production rates that correlate to decreasing environmental costs, elevated investments in new and better technologies, and savings that directly impact the overall profitability of a business.

## **II. AWARD PROCESS**

### **Eligibility**

In accordance with the Act, Region 6 applicants for purpose of funding under this grant program include the States of Arkansas, Louisiana, Oklahoma, New Mexico, and Texas; any federally recognized Indian Tribes in these states; and any agency or instrumentality of a state including state universities. Local governments, private universities, private business, individuals, and private non-profits within EPA Region 6 jurisdiction are not eligible.

### **Cost-Share Requirements**

Recipients of grants under section 6605 of the PPA must provide at least 50 percent of the total allowable project cost. For example, the Federal government will provide half of the total allowable cost of the project, and the recipient will provide the other half. Contributions may include dollars, in-kind goods and services, and/or third party contributions consistent with 40 CFR 31.24.

### **Catalogue of Federal Domestic Assistance**

The Catalogue of Federal Domestic Assistance number assigned to this program is 66.708.

### **Evaluation Process**

Proposals will be reviewed and evaluated by EPA Regional reviewers based on the above National and Regional-specific criteria listed in section .

### **Timeline**

To participate in the process a copy of the initial proposal must be received at EPA Region 6 by 4:00 P.M. on May 26, 2004. Proposals must be submitted to:

Attention: Eli Martinez  
U.S. Environmental Protection Agency  
Office of Planning and Coordination (6EN-XP)  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202-2733

You will be notify if your pre-proposal has been recommended for funding by June 16, 2004.

Recommended pre-proposals will be required to submit a full proposal by July 12, 2004.

Funds will be awarded before September 30, 2004.

If you have questions please contact Eli Martinez at (214)665-2119 or [martinez.eli@epa.gov](mailto:martinez.eli@epa.gov).

## **II. REGION 6 PRIORITIES FOR THE PPG PROGRAM**

Region 6 would like to focus its efforts and resources in the program areas listed below. Grant proposals in these program areas will be encouraged by our Region and measurable results in any/all will be required. However, the Region will not use these program areas to rank or evaluate the grant proposals.

Reductions in hazardous waste (especially reductions in persistent, bioaccumulative, and toxic (PBT) contaminants),

Reductions in non hazardous wastes,

Reductions in air emissions,

Water conservation,

Energy conservation,

Reduced regulatory exposure (e.g., a facility no longer needing a permit or reducing waste sufficiently to be able to go from a large quantity generator to a small quantity generator or is conditionally exempt),

Encourage partnerships resulting in measurable improvement for sustainable and healthy communities through pollution prevention, especially in environmental justice areas, tribal areas and/or in the highest Toxic Release Inventory (TRI) areas. Partnerships may include any/all of the following: other State agencies, tribes, non-governmental organizations (NGO), local governments, the regulated community and related trade associations and environmental justice groups, and

Promote participation and bring in new partners in Pollution Prevention initiatives such as: Hospitals for a Healthy Environment (H2E), Environmentally Preferable Purchasing (EPP), Greening Government or Supply Chain, Performance Track, and/or P2 based Environmental Management Systems (EMS).

### **III. PRE-PROPOSAL INFORMATION AND CONTENT**

Pre-proposals submitted to Region 6 must include the following:

1. Standard Form 424, "Application for Federal Assistance" signed by authorized official.
2. Section B of Standard Form 424A, "Budget Information".
3. A description of the proposed project. No more than 10 narrative pages long.
4. Specification of Tasks and Deliverables - This section should specify tasks that will be completed to achieve project objectives and identify any specific documents which will be completed and submitted to Region 6.
5. Schedule for Implementation - This section should summarize the project tasks and deliverables and their projected completion dates.
6. Lead agency/Key contacts - The agency applying for the grant funds with the key contact(s) identified. Designated partners/Key contacts - The partners for the delivery of pollution prevention services with key contact(s) identified and how will you work together.

7. Level of Funding Requested - This section should indicate both the amount of federal funds and/or in-kind goods and services (including the percentage of the project that will be funded with federal dollars). This section should indicate the total matching contribution of all project participants.

8. Proposed Project Measurement - EPA Region 6 will be asking that the applications include information on specific environmental measurement activities associated with the grant work. Please see section below for guidance.

#### **IV. MEASUREMENT**

EPA requires grantees to design individual measurement programs and documented environmental benefits that result the grant activities. For example you can measure:

- Pounds of reduced toxic emissions to air, water, or land;
- gallons of clean water saved;
- tons of solid waste eliminated from entering our landfills through recycling or source reduction (reported separately);
- million metric tons of CO<sub>2</sub> or CO<sub>2</sub> equivalent emissions reduced;
- energy saved in BTU's per year;
  - Electricity                      \_\_\_\_\_ kWh
  - Natural Gas                      \_\_\_\_\_ therms
  - Vehicle Miles                      \_\_\_\_\_ miles
  - Etc.
- number of firms served (at workshops, on the phone, at assessments, etc.);
- dollars saved through the programs; and,
- other measures that would be appropriate to specific proposals.

EPA encourage individual grantees to develop their own measurement activities specifically tailored to meet the needs of their projects.

## V. APPLICATION EVALUATION CRITERIA

This section describes the criteria EPA Region 6 will use to evaluate preproposals under the PPG program. In addition to proposing activities that meet EPA's definition of pollution prevention, applicants must:

1. **Promote multimedia pollution prevention.** Applicants should identify how projects will encourage source reduction to actively prevent pollution across all environmental media: air, water and land. Programs should reflect comprehensive and coordinated pollution prevention planning and implementation efforts statewide. [20 points]
2. **Demonstrate how activities will advance state environmental goals.** Applicants must demonstrate how the proposed source reduction activities will complement the state's/tribal's environmental goals that are included in their environmental strategic planning documents or environmental planning goals. The applicant present a clear description of how their proposed source reduction activities will effectively advance the state/tribal environmental goals. [20 points]
3. **Demonstrate Partnerships.** Applicants must include a letter of agreement between the applicant and at least one other environmental assistance provider in the state. This letter should describe how the two (or more) organizations will work together to deliver complementary services. Partnerships are also encouraged with regional and national programs such as the P2Rx centers, National Institute of Standards and Technology (NIST) programs, EPA's Office of Enforcement and Compliance Assurance (OECA) Compliance Assistance Centers, EPA's Small Business Assistance Programs (SBAPs), etc. [15 points]
4. **Identifiable measures of success.** For each of the activities identified in the application, the applicant must identify how and what criteria they are using to track the effectiveness of the activity. Measures of success should be either measures of environmental improvement, or should be directly linked to such measures. For assistance go to section IV of this guidance. [25 points]
5. **Likelihood of success.** The application specifies realistic goals and objectives that deal with the issues identified in the application. The application includes a well-conceived strategy to achieve these goals and objectives. [10 points]
6. **Effective use Funds.** The project makes effective use of the requested Federal funds. [10 points]

## VI. ADDITIONAL INFORMATION

For more information or questions about this guidance please contact Eli Martinez at 214/665-2119, fax 214/665-7446, e-mail: [martrinez.eli@epa.gov](mailto:martrinez.eli@epa.gov).